

A.D. 2.15, Custodial Staff Deployment

Prepared for signature 2/9/99 - effective 3/15/99

1. Policy. The Department of Correction shall deploy its custodial staff to ensure the safety and security of staff and inmates as well as provide a healthy and humane environment. Custodial staff shall be deployed in a uniform and consistent manner to enhance the efficiency and cost effectiveness of the facility.
2. Authority and Reference.
 - A. Connecticut General Statutes, Section 18-81.
 - B. American Correctional Association, Standards for the Administration of Correctional Agencies, Second Edition, April 1993, Standard 2-CO-1C-05.
 - C. American Correctional Association, Standard for Adult Correctional Institutions, Third Edition, January 1990, Standards 3-4050 and 3-4051.
 - D. American Correctional Association, Standard for Adult Local Detention Facilities, Third Edition, March 1991, Standards 3-ALDF-1C-03 and 3-ALDF-1C-05.
 - E. Administrative Directive 2.7, Training and Staff Development.
3. Definitions. For the purposes stated herein, the following definitions apply:
 - A. Daily Roster. A daily shift assignment schedule, by post, for all custodial personnel.
 - B. Fixed Post. A post which must be staffed without exception throughout the shift.
 - C. Master Roster. A long term personnel assignment schedule for all permanent posts established by the Posting Plan.
 - D. Permanent Post. A designated post in the Posting Plan.
 - E. Post. A specific custodial work assignment within a facility.
 - F. Posting Plan. A listing of all permanent posts in a facility by location or primary function.
 - G. Post Rotation. The periodic reassignment of custodial staff to established posts.
 - H. Pre-Approved Leave. An authorized use of vacation or personal leave and holidays.
 - I. Pull Post. A staffed post which may be closed for a portion of a shift that normally shall not exceed three (3) consecutive hours to use the employee for other duties as needed.
 - J. Relief Factor. A formula which identifies the staff required to fill an established post.
 - K. Schedule Training. The assignment of staff to attend required training.
 - L. Shift Relief Factor. The number of staff required to cover a post assignment including coverage for regular days off, annual leave, sick leave, personal leave, holiday leave, staff training and workers' compensation.
 - M. Shut-Down Post. A post that may be closed for the duration of the shift due to the unavailability of staff or the redeployment of regularly scheduled staff.
 - N. Temporary Post. A post established to meet a specific short term purpose.

4. Posting Plan. The Deputy Commissioner of Facility Operations shall establish a Posting Plan for each facility. The Posting Plan shall list all posts and identify each post as a fixed, pull or shutdown post. Requests to add or delete permanent posts to the Posting Plan shall be submitted, in writing, to the Deputy Commissioner of Facility Operations through the chain of command. Temporary posts, which are needed for more than five (5) consecutive days shall require documented approval through the appropriate Complex Warden. Any assignment post that exceeds 15 consecutive days shall require approval of the Deputy Commissioner of Facility Operations.
5. Master Roster. Each Facility Administrator shall establish a Master Roster (Attachment A) based upon the approved Posting Plan. All permanent posts shall be included on the Master Roster. All Master Rosters shall be retained on file at the facility for two (2) years.
6. Shift Schedule. Each facility shall use a five (5) days on and three (3) days off or a five (5) days on and two (2) days off work schedule according to the Posting Plan for all custodial staff unless stipulated otherwise in the NP-4 collective bargaining contract.
7. Employee Assignment. Custodial staff shall be assigned to a post on a rotational basis without regard to gender. Post rotation shall not occur in less than 56 days (one cycle) or more than 336 days (six cycles) from the initial post assignment. Any post rotation exception shall require written authorization from the appropriate Complex Warden.
8. Personnel Changes and Leave. All post personnel changes prior to post rotation made after the Master Roster has been placed into effect shall be recorded on the roster with date of change, name of officer, reason for the change and initials of the Facility Administrator. The Facility Administrator shall ensure the staffing impact is evaluated before approving leaves for uniformed custodial staff.
9. Daily Roster.
 - A. A Daily Roster (Attachment B) shall be completed for each shift in accordance with the Master Roster. All post assignments on the Daily Roster shall be recorded and any assignment changes from the Master Roster during the shift shall be noted.
 - B. Any posts covered by overtime shall be indicated on the Daily Roster along with the reasons overtime was used.
 - C. The Daily Roster shall indicate the minimum staff needed to cover all fixed and pull posts.
 - D. The Daily Roster for each shift shall be certified that personnel were utilized as reflected on the Roster.
 - E. Each Daily Roster shall indicate the name of each employee assigned to each post and the name of each employee on sick, vacation, personal or earned leave, schedule training or regular days off status.
 - F. The Daily Roster shall be retained for two (2) years.
10. Daily Shift Roster Summary Report. A Daily Roster Summary Report (Attachment C) shall be completed on each shift and forwarded to the Facility Administrator for review.

11. Relief Factor. During January of each year, the Deputy Commissioner of Facility Operations shall establish a shift relief factor for the Department.
12. Pre-Approved Leave. Each facility shall grant the authorized number of vacations, personal leave and holidays, by shift, in accordance with the shift relief factor. Annual vacation shall be comprised of five (5) continuous days. Individual requests for leave shall be granted no more than 30 days in advance.
13. Correctional Officer In-Service Training. Each correctional officer shall receive required annual in-service training in accordance with Administrative Directive 2.7, Training and Staff Development. Such training shall be based on the recommendations of the Center for Training and Staff Development and consistent with the operating needs of the agency. Training shall be scheduled at the discretion of the Unit Administrator in consultation with the Deputy Commissioner of Facility Operations. No vacations, personal leave days or IL days shall be approved for a correctional officer during the officer's training cycle, unless approved by the Unit Administrator.
14. Exceptions. Any exception to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.